



AD HOC RETREAT PLANNING COMMITTEE
DRAFT MINUTES

Tuesday, March 6, 2012

10:30 – 11:30 A.M.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 201
Phoenix, Arizona 85007

An Ad Hoc Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on March 6, 2012 at the ADDPC, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Monica Cooper, Telephone Madeline Corzine
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager Shelly Adams, Executive Secretary Michael Leyva, Grants/Contract Coordinator B.J. Tatro, Tatro Consulting Connie Gutierrez, Meetings and Concierges Source	
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A. Call to Order:

The meeting was called to order at 10:45 A.M.

B. Selection of Chairperson

Monica Cooper volunteered to chair the 2012 Retreat Planning Committee

C. Event Planning

This year's retreat arrangements will be managed by Meeting and Concierges Source, a vendor under state contract who coordinated the 2011 Annual Retreat. The event will be held at the same location as last year, the Airport Crowne Plaza Hotel located at 44th Street and Washington, Phoenix. The large conference room has been reserved which will accommodate Council members, staff and the general public. Council members will have access to a light breakfast and a lunch. Coffee and water will be served during the day. Some A/V support will

be necessary and round tables will be used to allow the three defined Standing Committees to sit together. Monica suggested several ideas, including:

- Placing signage in large font in the lobby to direct participants to the event.
- Set the food service area in the back of the room to eliminate people from moving around near the presenters.
- Set the buffet for lunch up as a two-sided area allowing access from both sides. This recommendation is based on the delay last year in getting the lunch service completed on time.

D. Program

The Annual Retreat is scheduled for Friday, April 13, 2012, from 9:00 A.M. to 4:00 P.M. This schedule will accommodate 45-60 minutes for a lunch break where Council members can interact and network.

B.J. Tatro will facilitate the retreat with a set program of activities which will be included in an agenda that will be developed prior to the next meeting.

Sheryl Matney from NACDD/ITACC will also be presenting in the morning and will be asked to provide information on innovative projects being implemented by other State Councils and to also provide an update on current activities in Washington.

E. Next Meeting

The next meeting is set for 3:00 P.M. on Tuesday, March 20, 2012, in the Council office.

F. Adjourn

The meeting was adjourned at 11:30 A.M.